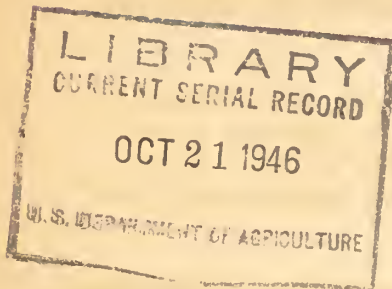


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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington 25, D. C.



FIELD MEMORANDUM SCS #1118

Re: Responsibilities for Pay-
rolling Functions and the
Maintenance of Leave and
Retirement Records

October 7, 1946

TO ALL RANKING FIELD OFFICERS:

Secretary's Memorandum No. 1174, dated September 12, 1946, entitled "Responsibilities for Payrolling Functions and the Maintenance of Leave and Retirement Records" is quoted below:

"In order to promote uniformity of operations throughout the Department, and to more clearly delineate the responsibilities within the bureaus and their relationship with the staff functions in the Office of the Secretary, it is deemed desirable that the preparation and audit of payrolls, including the maintenance of records in connection with retirement, leave, and deductions from employees' compensation, be considered as fiscal functions, and hence the responsibility of bureau fiscal offices. The personnel aspects of retirement, leave and compensation, and counseling with individual employees with respect thereto, will of course continue to be functions of bureau personnel offices. This is in accordance with the recommendation made and endorsed at the Personnel Officers' Meeting held in Milwaukee last December, and also has the general approval of the fiscal officers in the Department.

In accordance with the foregoing, the Office of Budget and Finance will issue and interpret general policies, regulations and instructions relative to payrolling operations, including pay computations; the maintenance of retirement, leave, and payroll records; and, the preparation of applicable forms and reports.

The Office of Personnel will continue to issue and interpret general policies, regulations and instructions relative to personnel aspects of retirement, leave and compensation, and will also counsel with employees on individual problems in connection therewith."

In accordance with the above memorandum, specific functions as indicated below are hereby assigned to the Personnel Management and Budget and Finance Divisions.

PERSONNEL MANAGEMENT DIVISION

Leave

1. To counsel with individual employees and with administrative officials in Divisions as to the provisions of the Leave Act, general leave privileges, etc.
2. In connection with transfer of employees from other agencies, to obtain leave records, and information on lump-sum leave payments, if any, and to route leave records without review to Budget and Finance Division. Budget and Finance will retain leave records.
3. To furnish to Budget and Finance list of employees apparently eligible for automatic promotion showing beginning date of waiting period in order that Budget and Finance may add thereto amount of LWOP taken since beginning date.
4. To issue instructions as to the personnel aspects of leave, such as:
 - a. Releasing information as to new leave regulations and how, in general, such new regulations will affect employees of the Service.
 - b. Promulgating service policy on leave such as policy as to advancing leave to employees, administrative policies as to maximum amount of leave which can be taken at one time, etc.
 - c. Preparing announcements of holidays and non-work days. (If announcement is to include statement as to who gets pay and how much, clear it with Budget and Finance and send out under Chief's or Regional Conservator's signature).

Retirement

1. To counsel with employees regarding the operation of the Retirement Act. This includes advice regarding the following:
 - a. Ages of retirement (mandatory and optional)
 - b. Computation of annuities
 - c. Rules relating to retirement for disability
 - d. Purchase of service credit
 - e. Designation of beneficiaries
 - f. Distribute all retirement material
 - g. Related retirement problems

2. To set up CSC Forms 2806 and make appropriate record of prior service for all employees except intra-departmental transfers.
3. To verify previous service as required.
4. To complete and certify all retirement applications to the Civil Service Commission--service credit, disability, annuity, refunds, etc. Also voluntary contributions.
5. To file photostat copy of CSC Form 2806 of terminated employees in personnel folder.

BUDGET AND FINANCE DIVISION

Payroll Preparation

1. To prepare all payrolls for Washington and Regional Office employees and to issue all payrolling and timekeeping instructions to other payroll preparing offices.

Leave

1. To maintain leave records and issue all instructions on maintenance of leave records and computation of and payments for leave.
2. To inform the Personnel Office of unusual leave matters reflected on the records which appear to affect personnel functions such as health and welfare of employees.

Retirement

1. To maintain both service history and deposit record sides of retirement card and to certify such cards when they are released to Commission or to other agencies.
2. To obtain CSC Forms 2806 from other Bureaus in Department.
3. To prepare appointment registers.
4. To photostat CSC Forms 2806 and send photostat to Personnel for filing in personnel folder.

Changes required in view of the above assignments shall become effective as of January 1, 1947. The individuals in the Personnel Management Divisions who have been engaged in payroll preparation and leave work should be transferred to the Budget and Finance Divisions. Arrangements to make the changes on January 1st should be made by the two divisions concerned as soon as practicable.



Chief

